Policy guidelines for imparting computer training to Government personnel through empanelled training institutions for CCC level course and examination.

Government of Gujarat
Science & Technology Department
GR No: TRG-102003-1373-DST
Sachivalaya, Gandhinagar
Date: 4th May, 2005.

Read:

(1) G.R. No. ITP-1099-434-ITD of IT Division, General Administration Department Dated 9-9-99

(2) G.R. No. ITP-1099-434-ITD (Part-I) of IT Division, General Administration Department Dated 15-2-2001

Preamble:

The State Government has decided to impart CCC (Course on Computer Concept) level basic computer training with specific standard uniformity to the Government employees.

A uniform CCC level computer training formulation for training which includes the course content, reference book, course syllabus and examination was under active consideration of the Government.

Resolution:

The State Government is pleased to announce the following guidelines for imparting computer training to government personnel while amending the GR read at (1) & (2) above in respect of Module – I.

(1) Training Course, Duration and Training Fees:

Computer skill and learning minimum basic commands, course content (Detailed Syllabus as per Enclosure -I) for CCC level training syllabus is designed for MS Windows XP and MS Office 2003 is as under:

Sr. No.	Topic	Hours
1	Registration, Inauguration & Briefing about Course	1
2	Fundamental of Computer	2
3	Concept of Windows – XP	4
	Microsoft Office 2003	
4	Elements of Word Processing Basic (Word 2003)	10
5	Spreadsheet (Excel 2003)	8
6	Making Small Presentation Basics (PowerPoint 2003)	8
7	Computer Communication and Internet	2
8	Email & Outlook Express	4
9	IT Jargons	1
	Total	**40 Hrs.**

(2) Course Syllabus:-

The course has been designed as per CCC level syllabus as mentioned above with full coverage of all topics and commands requirement for training, reference and examination purpose.
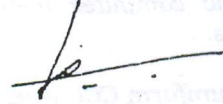
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(3) Course Time Table and Training Institutions:

All training institutions (empanelled in GR read at (2) above) and list of institutes accredited to DOEACC society in Gujarat as on 1st April, 2005 as per Enclosure –II will have to follow the course as given in Enclosure-I. The training institutions will provide training book in this regard and will have to follow the course for imparting training for step-by-step teaching for CCC level computer course content, topics, exercise and hands on practice.

(4) General Administration Department will issue necessary orders for examination to be conducted for all the Government personnel through Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad

(5) All the other conditions of the GR read in above (1) and (2) remains unchanged.

By order and in the name of Governor of Gujarat.

(Victor Mecwan)
Under Secretary (IT)
Science & Technology Department

To,
The Secretary to the Governor, Raj Bhavan, Gandhinagar
The Principal Secretary to the Chief Minister
The Adviser to C.M. (E.A.)
The Personal Secretaries to all Ministers and State Ministers
The Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar
All Secretariat Departments
The Secretary, Gujarat Vigilance Commission, Gandhinagar
The Secretary, Gujarat Public Service Commission, Ahmedabad
The Secretary, Gujarat Legislative Secretariat, Gandhinagar
The Registrar, Gujarat High Court, Ahmedabad
The Secretary, Gujarat Civil Services Tribunal, Gandhinagar
All Heads of Department
All Heads of Offices
All Collectors
All D.D.O.s
All Selected Vendors
The Accountant General (A & E), Gujarat, Post Box No. 220, Rajkot.
The Accountant General (A & E), Gujarat, Ahmedabad Branch, Ahmedabad
The Accountant General (Audit)-1, Gujarat, M.S. Building, Ahmedabad
The Director of Accounts & Treasuries, Ahmedabad
All Treasury Officers
All Pay & Accounts Offices, Ahmedabad / Gandhinagar
Resident Audit Officer, Ahmedabad / Gandhinagar
All Branches in General Administration Department, Sachivalaya, Gandhinagar
Select File Science & Technology Department

COURSE ON COMPUTER CONCEPT - (CCC)

Sr.	Topics
1	**Introduction to Computer**
1.1	What is Computer?
1.2	Characteristics of Computer
1.3	Basic Application of Computer
1.4	Components of Computer System
1.5	Center Processing Unit (CPU)
1.6	VDU, Keyboard & Mouse, Other input/output Devices
2	**Concepts of Hardware and Software**
2.1	Classification of Computers
2.2	Representation of data/information concepts of data processing
2.3	Definition of Information and data, Basic data types
2.4	Storage of data / information as files
2.5	Trouble Shooting
3	**Introduction to Windows (MS Windows)**
3.1	What is an operating system and basic of windows?
3.2	The User Interface
3.3	Using Mouse and Moving Icons on the screen
3.4	The My Computer Icon
3.5	The Recycle Bin
3.6	Status Bar, Start and Menu & Menu-selection
3.7	Running an Application
3.8	Windows Explorer Viewing of File, Folders and Directories
3.9	Creating and Renaming of files and folders.
3.10	Opening and closing of different Windows
3.11	Windows Setting, System Information
3.12	Hardware Profiles
3.13	Control Panels
3.14	Wallpaper and Screen Savers, Setting the date & time
3.15	Sounds and Audio Devices
3.16	Concept of menu Using Help
3.17	Using right Button of the Mouse and Creating a Shortcuts
3.18	Window Accessories - Notepad
3.19	Command Prompt (MS DOS Prompt)
3.20	Paint Brush
4	**Elements of Word Processing Word Processing Basic (MS WORD)**
4.1	An Introduction to Word Processing
4.2	Opening Word Processing Package
4.3	The Menu Bar
4.4	Using the Icons below menu bar
4.5	Opening Documents, Save and Save AS
4.6	Page Setup, Print View, Printing of Documents, Print a selected page
4.7	Display / Hiding of Paragraph Marks and Inter Word Space
4.8	Moving Around in a Document, Scrolling the Document
4.9	Scrolling by line / paragraph, Fast Scrolling & Moving Pages
5	**Text Creation and Manipulation**
5.1	Paragraph and tab Setting, Text Selection, Cut, copy & paste
5.2	Font and size selection, bold, italic and Underline
5.3	Alignment of Text: Center, Left, right and Justify
5.4	Formatting the Text, Changing font, Size and Color
5.5	Paragraph indenting, Bullets and Numbering
5.6	Cut, Copy and Paste across the documents
5.7	Use of Tab and Tab setting, Changing case
5.8	Spelling & Grammar Check
5.9	Use Drawing Tools
5.10	Tables Concept of table: Rows Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell

Enclosure - II

LIST OF INSTITUTES ACCREDITED TO DOEACC SOCIETY IN GUJARAT
AS ON 01- APRIL- 2005

CITY: AHMEDABAD
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COLIPIN TECHNOLOGIES
FRANCHISEE OF APTECH COMPUTER EDUCATION
5TH FLOOR,CHANAKYA,NEAR DINESH HALL
ASHRAM ROAD
AHMEDABAD   380009
Phone: (0)   6580391 6583653
email: corpin@wilnetonline.net

O Level	A Level	B Level	C Level
Accr No: ACCR-O0327			
Prov or full no: FULL-O0026			
Valid upto: 07/17/04			
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PRAMUKH SWAMI INSTITUTE OF INFORMATION TECHNOLOGY
ORGANISED BY GNANYAGNA VIDYAPITH
AKSAR PURSHOTTAM SWAMINARAYAN MANDIR
BHAKTI SADAN, SHAHIBAUG ROAD
AHMEDABAD   388004
Phone: (79)   25625151 25625152
email: piltamd@yahoo.com

O Level	A Level	B Level	C Level
Accr No: ACCR-O1170	ACCR-A0344		
Prov or full no: FULL-O0373	FULL-A0129		
Valid upto: 01/19/10	09/12/10		
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SHETH C. N. TECHNICAL CENTRE
AMBAWADI
ELLIS BRIDGE

AHMEDABAD   380006
Phone: (79)   26463511 26420537
email: cnvidyavihar@rediffmail.com

O Level	A Level	B Level	C Level
Accr No: ACCR-O1224			
Prov or full no: FULL-O0385			
Valid upto: 06/22/10			

CITY: BHAVNAGAR
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BHAVNAGAR KELVANI MANDAL'S
CENTRE FOR INFORMATION TECHNOLOGY STUDIES
VALIYA COLLEGE COMPUS, VIDYANAGAR,
OPP. POLYTECHNIC
BHAVNAGAR   364002
Phone: (278)   2520866 423779
email: cits_bvn@rediffmail.com

O Level	A Level	B Level	C Level
Accr No:	ACCR-A0393		
Prov or full no:	PROV-A0358		
Valid upto:	01/06/06		
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M/S RACE COMPUTERS
(LIC.OF SHREE DAKSHINAMURTI VIDYARTHI BHAVAN),
1ST FLOOR, 547/B,
OPP. GUJARAT TRAVELS, SIR PATTANI ROAD
BHAVNAGAR   0
Phone: (278)   2517859 0
email:

O Level	A Level	B Level	C Level
Accr No: ACCR-O0928			
Prov or full no: FULL-O0284			
Valid upto: 03/30/08			

CITY: BILIMORA

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P-TECH MICROSYSTEMS (DATABANK COMPUTER EDUCATION)
(SUBJECT TO SCREENING)   O Level   A Level   B Level   C Level
A-104, 105, KRISHNA COMPLEX,   Accr No: ACCR-O1212
OPP. SNEHAL HOSPITAL, COLLEGE ROAD, DIST.   Prov or full no: FULL-O0400
BILIMORA   396321 .   Valid upto: 06/29/10
Phone: (2634)   282887 0
email: pms_india@hotmail.com

CITY: GANDHINAGAR

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INDEXTB COMPUTER CENTRE.
BLOCK NO 15,   O Level   A Level   B Level   C Level
1st FLOOR,   Accr No: ACCR-O0004
UDYOG BHVAN, GH-4, SECTOR-11   Prov or full no: FULL-O0038
GANDHINAGAR   382017   Valid upto: 01/07/05
Phone: (79)   3256592 3256593
email: indextbad1@sanchamet.in

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MAMATA COMPUTER TRAINING CENTRE
SARVA VIDYALAYA KELVANI MANDAL CAMPUS   O Level   A Level   B Level   C Level
SECTOR - 23   Accr No: ACCR-O1235   ACCR-A0329
GH - 6 ROAD   Prov or full no: PROV-O1052   PROV-A0292
GANDHINAGAR   382023   Valid upto: 07/20/06   07/22/06
Phone: (79)   3238162 3239070
email: mamataiit@icenet.net

CITY: MAHUVA

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SHREE RAM INFOSYS (UNDER TEAM-INFOTECH)
NIIT MAHUVA CENTRE ,   O Level   A Level   B Level   C Level
202. GUGDEV SMRUTI, OPP. KUBER BAUG,   Accr No: ACCR-O1533
DIST: BHAVNAGAR.   Prov or full no: PROV-O1318
MAHUVA   364290   Valid upto: 10/08/06
Phone: (2844)   222348 0
email: rvdoshi_2001@yahoo.com

CITY: MOGRI

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INFORMATION TECHNOLOGY CENTRE.
BRAHMA JYOTI YOGIJI MARG,   O Level   A Level   B Level   C Level
ANOOPAM MISSION,   Accr No: ACCR-O0116   ACCR-A0373
DIST. ANAND   Prov or full no: FULL-O0007   PROV-A0339
MOGRI   388345   Valid upto: 04/11/04   07/04/05
Phone: (2692)   37389 30221
email: administrator@itcentre.org.in

CITY: VADODARA

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D.N. COMPUTERS				
(LICENSEE OF ET & T COMPUTER EDUCATION)	O Level	A Level	B Level	C Level
58, GROUND FLOOR	Accr No: ACCR-O1194			
PARADISE COMPLEX, SAYAJIGUNJ	Prov or full no: PROV-O1020			
VADODARA 390005	Valid upto: 05/17/04			
Phone: (265) 361816 361956				
email: himanshu.gupta@lwbdq.lwbbs.net				

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PRAMUKH SWAMI INSTITUTE OF INFORMATION TECHNOLOGY				
(ORGANISED BY GNANYAGNA VIDYAPITH)	O Level	A Level	B Level	C Level
SHREE AKSHAR PURUSHOTTAM CHHATRALAYA	Accr No: ACCR-O1059	ACCR-A0268	ACCR-B0078	
PADRA ROAD, ATLADARA	Prov or full no: FULL-O0343	FULL-A0109	PROV-B0065	
VADODARA 390012	Valid upto: 11/28/08	09/26/09	03/23/06	
Phone: (265) 334111 351651				
email: pc.academy@usa.net				

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VIJAY COMPUTER ACADEMY				
202, NIHARIKA - II	O Level	A Level	B Level	C Level
BESIDES NATIONAL PLAZA	Accr No: ACCR-O0999	ACCR-A0250	ACCR-B0084	
R. C. DUTT ROAD	Prov or full no: FULL-O0268	FULL-A0094	PROV-B0072	
VADODARA 390007	Valid upto: 04/20/08	04/27/09	07/15/06	
Phone: (265) 338660 300233				
email: vca@wilnetonline.net				

CITY: VALSAD

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DATABANK SOFTWARE PRODUCTS				
DATABANK COMPUTER EDUCATION	O Level	A Level	B Level	C Level
KALASH, IST FLOOR,	Accr No: ACCR-O0876			
OPP.LAL SCHOOL, HALAR ROAD,	Prov or full no: FULL-O0225			
VALSAD 396001	Valid upto: 02/08/07			
Phone: (2632) 222499 222355				
email: databank_edu@rediffmail.com				

CITY: VASAD

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BALAJI INSTITUTE OF INFORMATION TECHNOLOGY				
"YOGIRAJ AVENUE"	O Level	A Level	B Level	C Level
OPP. PAYAL TALKIES	Accr No: ACCR-O1488			
DIST. ANAND.	Prov or full no: PROV-O1356			
VASAD 388306	Valid upto: 02/28/07			
Phone: (2692) 275053 275040				
email:				